

ADDENDUM #1

Issue Date: 08/08/02

SPECIFICATION NO. 02-146

FOR

COST-PER-COPY PHOTOCOPY SERVICES FOR THE CITY OF LINCOLN AND LANCASTER COUNTY

Addenda (or addendum if singular) are written instruments issued by the City/County prior to the date for receipt of offers which will modify or interpret the specification document by addition, deletion, clarification or correction. Please acknowledge receipt of this addendum in the space provided on your bidding document.

Be advised of the following changes to the City/County's specification and bidding documents:

1. **QUESTION:** In the specification document, there is a discrepancy in the number of days before the project closing date required for submitting questions for the purpose of providing answers in an addendum?

ANSWER: It is our intent to answer all question received in written form at 10 days before the project closing date (NOT 7 days).

2. **QUESTION:** Will all questions/clarifications be addressed in the form of a written addendum and mailed to all registered plan holders?

ANSWER: Yes, all questions and requested clarifications will be answered in this manner.

3. QUESTION: Will the City/County consider changing the price structure such that either the City/County would commit to a minimum number of impressions or a minimum amount of revenue on a monthly basis?

ANSWER: It is our desire to obtain proposals with no minimum or maximum number of impressions or revenue on a monthly basis affording the City/County with maximum flexibility in placement of equipment to meet our actual needs. However, in the Request for Proposal process (RFP) we are able to receive and consider alternate offers which may proposed either minimum impressions or minimum revenue. The Committee charged with the responsibility of analyzing all responses will weigh any alternate offers; cost proposals; equipment offers: benefits, features of all proposals received to determine which proposal is the most responsive, responsible offer.

4. QUESTION: Is it the City/County's intention to have complete upgrade, downgrade, cancellation flexibility on any unit at any time; or, would it be acceptable to have a percentage allowance of flexibility?

ANSWER: Again, it is our desire to have maximum flexibility. However, in the Request for Proposal process (RFP) we are able to receive and consider alternate offers which may proposed alternate methods of managing placement of photocopy equipment.

5. QUESTION: Will all of the equipment place into service have the same expiration date, or will every unit expire 3 years after it was placed into service?

ANSWER: All machine placements shall be coterminous with the expiration date of the contract (three year with renewal options as stated in the RFP). It is the City/County's desire to have the flexibility to add or remove copiers from the program to meet our actual needs during the contract without having multiple expiration dates spread out over multiple years.

All other terms, conditions and requirements of the request remain the same as originally indicated in the document or as modified on previous addenda.

Kathy A. Smith
Assistant Purchasing Agent